



# CITY OF DELTONA

CITY MANAGER'S OFFICE

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To: Mayor and Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: March 11, 2011

**Lake Windsor Update from City Attorney:**

Lake Windsor - Appraisals were ordered. As soon as the appraisals are received, copies will be provided to the property owners and a price for the easements will be negotiated.

**Volusia County Sheriff's Office Communications Center:**

Captain Brannon and VCSO personnel conducted a tour of the Sheriff's Office Communications Center in Daytona Beach on Friday for Commissioner Carmolingo, the City Manager and Deputy City Manager. If any members who have not scheduled such a tour are interested in visiting the Communications Center, please contact Mitch at ext. 8860 to make the arrangements. Thank you.

**Financial Status Report:**

Attached for your information as Exhibit A is the Investment Account Balance Report for the time period ending December 31, 2010.

**NSP Update:**

Our first NSP closing did occur today, Friday, March 11<sup>th</sup>, for property on Sweet Springs Street. There are two (2) more scheduled closings within the month of March, and three (3) additional pending closings whereby the actual closing dates have not been set as of yet. The resale of the NSP properties is moving forward. Staff is working on strategies to include listing the properties on the City's WebPage and D-TV, as well as other means of getting the word out that these properties are ready for sale.

**Habitat for Humanity:**

Habitat for Humanity is looking also to partner with the City in another effort, outside the scope of NSP, to purchase foreclosed homes, rehabilitate the property and turn the houses back into homeowner occupied homes. Their goal is to provide an additional effort beyond NSP to eliminate blight and vacant properties in Deltona. A copy of a meeting recap between City staff and Habitat for Humanity staff is attached for your information as Exhibit B.

CITY MANAGER'S OFFICE

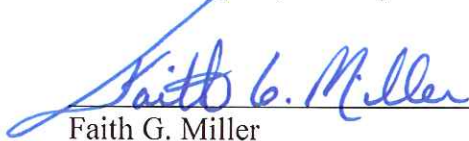
2345 Providence Boulevard, Deltona, Florida 32725

(386) 878-8100 Fax (386) 878-8851

Webpage: [www.Deltonafl.gov](http://www.Deltonafl.gov)

**Ongoing/Upcoming Events:**

- **4<sup>th</sup> Annual Ability Fair** – Saturday, March 12<sup>th</sup>, 10:00 a.m. to 2:00 p.m., City Hall, Commission Chambers & courtyard
- **Regular City Commission Meeting** – Monday, March 21<sup>st</sup>, 6:30 p.m. – Commission Chambers
- **City Commission Workshop Meeting** – Tuesday, March 22<sup>nd</sup>, 4:30 p.m., 2<sup>nd</sup> flr. Conference Room; Continuation of the discussion regarding the proposed changes to the City's Sign ordinance
- **Volusia League of Cities Dinner** – Thursday, March 24<sup>th</sup>, 6:30 p.m., hosted by County of Volusia at the Ocean Center, Daytona Beach
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 8:00 a.m – Noon
- **Flu Shots** – Available at Fire Station 61, Monday thru Friday, 9:00 a.m. – 4:00 p.m., and Saturdays from 9:00 a.m. – Noon. Cost is \$25/person. Cash, check, Visa and MasterCard are accepted; the only insurance accepted is Medicare part B.



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Faith G. Miller  
City Manager

City of Deltona  
Investment Account Balances  
December 31, 2010

Account Name	Bank	Cost
Pooled Cash	Wachovia Bank, N.A.	\$ 20,409,827.47
Investment	SBA-LGIP	23,228.86
Investment	SBA-Fund B	4,975.66
Investment-Advantage Fund	Wells Fargo	7,655,440.52
Investments-Federal Agency Coupon Securities	Wells Fargo	13,916,218.11
Investment-Government & Agency Portfolio	AIM Investments	1,218,630.36
Investment-Liquid Assets Portfolio	AIM Investments	1,369,701.03
Investment	Florida Safe Investment Pool	3,518,834.38
Investment-Stormwater	Florida Safe Investment Pool	6,543,891.96
Investment-Transportation	Florida Safe Investment Pool	8,485,030.65
Accrued Interest	Assets Reported by Davidson Fixed Income Mgmt.	63,145,779.00
Certificate of Deposit	Wells Fargo	86,692.00
	Fifth Third Bank	247,000.00
	Total Investments	<u>\$ 63,479,471.00</u>

Investment Balances By Fund	General Fund Undesignated/ Available	Designated and/or Restricted					Total Balance
		Roads and Streets	Physical Environment	Grants	Utility	Capital Projects	
General Fund	\$ 15,647,748.94	\$ -	\$ -	\$ -	\$ -	\$ 6,000,000.00	\$ 21,647,748.94
Sidewalk Fund	(396,514.19)	-	-	-	-	-	(396,514.19)
Sub Total - General Fund	15,251,234.75	-	-	-	-	6,000,000.00	21,251,234.75
Deltona Water	-	-	-	-	14,959,287.62	-	14,959,287.62
Equipment Replacement Fund	-	-	-	-	-	2,093,485.42	2,093,485.42
Transportation Fund	-	8,838,485.93	-	-	-	-	8,838,485.93
Storm Water Fund	-	-	8,895,239.68	-	-	-	8,895,239.68
Municipal Complex Fund	-	-	-	-	-	3,744,110.44	3,744,110.44
Solid Waste Fund	-	-	3,143,906.94	-	-	-	3,143,906.94
SHIP	-	-	-	475,563.88	-	-	475,563.88
Tree Replacement Fund	-	-	505,314.13	-	-	-	505,314.13
Environmental Improvement	-	-	37,836.96	-	-	-	37,836.96
Park Projects Fund	-	-	-	-	-	241,428.02	241,428.02
Streetslighting District Fund	-	102,801.29	-	-	-	-	102,801.29
Park Impact Fees Fund	-	-	-	-	-	-	-
Law Enforcement Impact Fees	-	-	-	-	-	-	-
CDBG	-	-	-	(141,075.83)	-	-	(141,075.83)
NSP	-	-	-	(673,743.48)	-	-	(673,743.48)
Miscellaneous Grants	-	-	-	(2,333.85)	-	-	(2,333.85)
Total Investments	<u>\$ 15,251,234.75</u>	<u>\$ 8,941,287.22</u>	<u>\$ 12,582,297.71</u>	<u>\$ (341,589.28)</u>	<u>\$ 14,959,287.62</u>	<u>\$ 6,086,952.98</u>	<u>\$ 63,479,471.00</u>

3/7/2011 12:02 PM

Exhibit A



# City of Deltona

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Reports for the period: 12/01/2010 – 12/31/2010

City of Deltona  
2345 S. Providence Blvd  
Deltona, FL 32725

We urge you to compare the information contained in this periodic statement with the account statement(s) that you receive directly from the custodian that holds your account(s). Please notify us immediately if you identify any discrepancies or have any questions.



Davidson  
Fixed Income Management  
REGISTERED INVESTMENT ADVISER

# City of Deltona

## Account Review – December 2010



**Davidson**  
Fixed Income Management  
REGISTERED INVESTMENT ADVISER

- City of Deltona: Robert Clinger, Finance Manager
- Davidson Fixed Income Management: Glenn Scott, Account Manager
- Investment Objectives:
  - Safety of Principal: The primary objective is to protect against any loss of principal.
  - Liquidity: Investments will be managed to ensure that funds are available to meet obligations as necessary.
  - Yield: Investments will be managed to optimize returns within the appropriate safety and liquidity constraints.

### Performance Information (10/01/2010 – 12/31/2010)

	<u>City of Deltona</u> <sup>2</sup>	<u>SBA</u>
BV Return (Yield) <sup>1</sup>	0.51%	0.29%

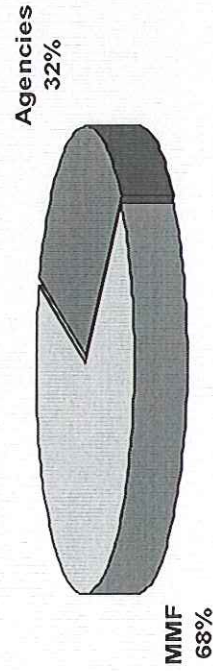
1. BV Rate of Return (Income) = Earned Interest +/- Realized Gain/Loss +/- Amortization.
  2. Reflects Rate of Return with a deduction of a 9 basis point management & custodial fee.
- Past performance of the City of Deltona portfolio does not guarantee future results.

### Portfolio Characteristics 12/31/2010

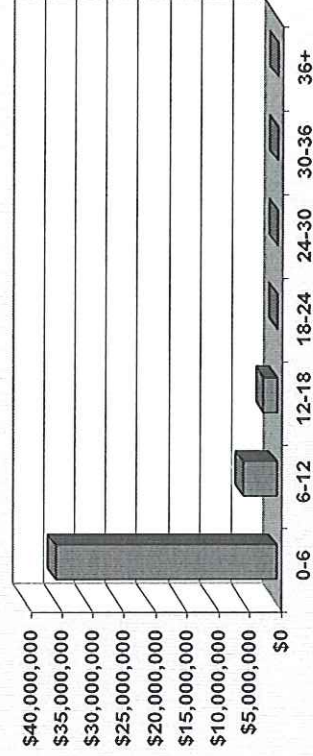
Par Value:	\$	13,700,000
Market Value of Securities:	\$	13,816,463
Cost Value of Securities:	\$	13,916,218
MMF Balances:	\$	28,819,733
Wachovia Operating Balance:	\$	20,409,827
Total Account Balances:	\$	63,145,779

Weighted Avg YTM: 0.42%  
Weighted Avg Maturity/Call: 2.1 Months

### Portfolio Diversification



### Maturity Distribution





**Davidson**  
Fixed Income Management  
REGISTERED INVESTMENT ADVISER

Davidson Fixed Income Mgmt

**City of Deltona**  
**Portfolio Management**  
**Portfolio Summary**  
**December 31, 2010**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Managed Pool Accounts	28,819,733.42	28,819,733.42	28,819,733.42	67.67	1	1	0.123	0.124
Federal Agency Coupon Securities	13,700,000.00	13,816,462.75	13,768,889.83	32.33	613	189	1.032	1.047
<b>Investments</b>	<b>42,519,733.42</b>	<b>42,636,196.17</b>	<b>42,588,623.25</b>	<b>100.00%</b>	<b>199</b>	<b>62</b>	<b>0.417</b>	<b>0.423</b>
<b>Total Earnings</b>	<b>December 31</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>	<b>Fiscal Year Ending</b>				
Current Year	19,875.40	272,051.80	272,051.80	272,051.80				

Robert Clinger, Finance Manager

Reporting period 12/01/2010-12/31/2010  
Data Updated: FUNDSNAP: 01/28/2011 14:30  
Run Date: 01/28/2011 - 14:30

Portfolio DELT  
AC  
PM (PRF\_PM1) SymRept 6.42  
Report Ver: 5.00

**City of Deltona**  
**Portfolio Management**  
**Investment Status Report - Investments**  
**December 31, 2010**

Page 3

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM/C 360	YTM/C 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
<b>Managed Pool Accounts</b>												
SYSDEL0007	DEL0007	AIMGAP	1,218,630.36	0.070			0.069	0.070	02/01 - Monthly		1,218,630.36	1,218,630.36
SYSDEL0006	DEL0006	AIMLAP	1,369,701.03	0.190			0.187	0.190	02/01 - Monthly		1,369,701.03	1,369,701.03
SYSDEL0009	DEL0009	FLSAF2	8,485,030.65	0.170		01/01/2010	0.168	0.170	02/01 - Monthly		8,485,030.65	8,485,030.65
SYSDEL0011	DEL0011	FLSAF3	6,543,891.96	0.170		01/01/2010	0.168	0.170	02/01 - Monthly		6,543,891.96	6,543,891.96
SYSDEL0008	DEL0008	FLSAFE	3,518,834.38	0.170			0.168	0.170	07/01 - Monthly		3,518,834.38	3,518,834.38
SYSDEL0012	DEL0012	FLSBA	23,228.86	0.270		03/01/2010	0.266	0.270	04/01 - Monthly		23,228.86	23,228.86
SYSDEL0013	DEL0013	FLSBAB	4,975.66	0.001		03/01/2010	0.001	0.001	04/01 - Monthly		4,975.66	4,975.66
SYSDEL0004	DEL0004	WFADV	7,655,440.52	0.010			0.010	0.010	12/01 - Monthly		7,655,440.52	7,655,440.52
<b>Managed Pool Accounts Totals</b>			<b>28,819,733.42</b>				<b>0.123</b>	<b>0.124</b>		<b>0.00</b>	<b>28,819,733.42</b>	<b>28,819,733.42</b>
<b>Federal Agency Coupon Securities</b>												
3137EABW8	DEL0185	FHLMC	2,000,000.00	1.500	01/07/2011	08/05/2009	0.884	0.896	01/07 - 07/07	Received	2,017,020.00	2,000,199.45
3137EABF5	DEL0180	FHLMC	1,500,000.00	3.250	02/25/2011	08/05/2009	0.957	0.970	08/25 - 02/25	Received	1,552,668.15	1,505,078.71
31398AWQ1	DEL0195	FNMA	2,000,000.00	1.375	04/28/2011	08/05/2009	1.134	1.150	10/28 - 04/28	Received	2,007,678.00	2,001,441.94
3128X7MN1	DEL0190	FHLMC	1,000,000.00	3.500	05/05/2011	08/05/2009	1.209	1.226	11/05 - 05/05	Received	1,039,240.00	1,007,723.43
3133XU7J6	DEL0205	FHLB	2,000,000.00	1.125	07/18/2011	08/05/2009	1.322	1.340	01/18 - 07/18	Received	1,991,734.00	1,997,683.64
3133XRY46	DEL0210	FHLB	1,200,000.00	3.750	09/09/2011	03/30/2010	0.779	0.790	09/09 - 03/09	Received	1,250,808.00	1,224,278.20
3133XULE1	DEL0220	FHLB	2,000,000.00	1.625	12/14/2011	03/30/2010	0.956	0.969	06/14 - 12/14	Received	2,022,130.00	2,012,362.52
31398AUU4	DEL0215	FNMA	2,000,000.00	2.000	01/09/2012	03/30/2010	0.990	1.004	07/09 - 01/09	Received	2,034,940.00	2,020,121.94
<b>Federal Agency Coupon Securities Totals</b>			<b>13,700,000.00</b>				<b>1.032</b>	<b>1.047</b>		<b>0.00</b>	<b>13,916,218.15</b>	<b>13,768,889.83</b>
<b>Investment Totals</b>			<b>42,519,733.42</b>				<b>0.417</b>	<b>0.423</b>		<b>0.00</b>	<b>42,735,951.57</b>	<b>42,588,623.25</b>

Data Updated: FUNDSNAP: 01/28/2011 14:30  
Run Date: 01/28/2011 - 14:30

Portfolio DELT  
AC  
PM (PRF\_PMS) SymRept 6.42





Exhibit B

PO Box 770166  
Orange City, FL 32774  
Ph & Fax (386) 774-1553  
[www.swvhabitat.org](http://www.swvhabitat.org)

City of Deltona and SWV Habitat for Humanity  
Thursday, March 3, 2011  
Neighborhood Revitalization Opportunities

Re-Cap

Attending: Chris Bowley, Dale Baker, George Davis, Rod Blevins, Brent Lacy

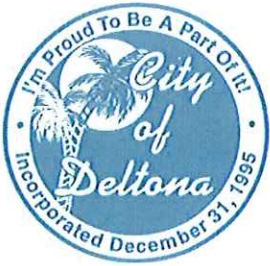
Purpose:

- To inform City Officials of Habitat programs for
  1. Habitat homeownership
  2. Foreclosure purchases and Rehab
    - Turn foreclosed homes (permitted only) back into homeowner occupied homes
  3. A Brush With Kindness (ABWK)
    - Outside repairs, cosmetics (fresh paint) and / or landscaping
  4. Critical Repair
    - Roof, windows, plumbing, electrical, HVAC, etc.

Key elements of Habitat programs:

- We are equal opportunity lender. No limitations to age. The elderly are just as qualified as any other demographic.
- Recipient is the homeowner
- Loans are interest free with no payments up front.
- A Brush With Kindness and Critical Repairs lend themselves to the lower levels of income
  - Overall income range for all programs is 30% - 60% of Area Median Income (AMI)
    - New Home construction lends more towards 50% - 60% especially without SHIP funding
    - ABWK and Critical Repair more towards the 30% - 40% of AMI, but is not restricted to that level.
- All programs are based on cost recovery, but not necessarily 100% of expended costs.
  - i.e. Valspar Paint donates paints to HFH. We will recover 25% - 50% of retail value depending on homeowner income. HFH has many such national partners.
- Habitat will do all qualifying work with our partners
  - Credit Check, Loan qualifying analysis
  - Promissory notes
- Term of loan is dependent upon loan amount AND homeowner's financial capacity to repay
  - i.e. \$85,000 loan for a home would be 30 years and \$ 236.11 principal payments per month. Escrow is additional (Taxes, Homeowner's Insurance and Termite Control)
  - i.e. \$ 10,000 critical repair done for homeowner could be interest free over 10 years with a \$83.33 principal payment per month.
- Habitat will service all loans
  - Our goal is to get needy families into homes, and keep them there.
- Habitat provides all work, either with volunteers, staff or subcontractors.
- We look to engage the local community, churches, civic organizations to lead the effort in keeping our neighborhoods attractive and retaining their value.
- Currently, qualified homeowners surprisingly hard to identify – state wide, not just with local HFH
  - Chris recommended we contact Veterans' organization(s) to evaluate their needs
- Code Enforcement will help identify homes and homeowner within parameters of our work, HFH to contact and follow up with homeowners.
  - Joint media promotion of the collaborative effort.





# CITY OF DELTONA

## CITY MANAGER'S OFFICE

To: Mayor and Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: March 11, 2011

### **CITY MANAGER'S OFFICE:**

#### **COMMUNICATION: Week ending 03/08/11**

- Shot video at Wags 'n' Whiskers.
- Broadcast the March 7<sup>th</sup> Commission Meeting.
- Photographed the Superstar student presentations at the Commission Meeting.
- Presented the City Newsletter to the City Manager, Mayor and Commission for review.
- Working to re-establish the "DeltonaMeansBusiness" Web site.
- Used Facebook and Twitter to communicate Commission meeting information, DeltonaTV broadcasts and Wags 'n' Whiskers.
- Working on a flyer for Annual Skate Competition.
- Edited DFD Special Operations/HazMat Training Video.
- Edited Thornby Dedication to be viewed at Ability Fair.
- Provided updated information on City's Pain Clinic ordinance to FDLE.
- Updated programming schedule for DeltonaTV.
- In contact with Progress Energy and FPL, to obtain educational materials regarding energy conservation ideas that can be used by the City's residents. These materials will be incorporated into a comprehensive education packet that can be distributed to the area schools and civic organizations.
- Updated the City's "JOBS Program" external jobs listings for air on DeltonaTV.
- Working with the Planning Dept, to create NSP real estate listings that can be broadcast on DeltonaTV.
- Post-production for Thornby Dedication PSA and Wags N Whiskers PSA.

#### **Media Relations ~**

- Provided information to Mark Harper of the *News-Journal* regarding the City's NSP Closings on Chapel and Sweet Springs streets.
- Provided information to Mark Harper of the *News-Journal* regarding the City's Employee Residency requirements.
- Provided information to Mark Harper of the *News-Journal* regarding the City's Farmers Market Update.
- Provided information to Nicole Papageorge of *WFTV/Ch. 9* regarding the City's NSP Closing.
- Provided information to Elizabeth Alvarez of *WOFL/Ch.359* regarding the City's NSP Closing.
- Provided information to Al Everson of the *DeLand Beacon* regarding the City's Internet Café moratorium.
- Contacted Pat Rice, editor for the *News-Journal*, to correct information in an article regarding the EECBG program.

#### **Press Releases ~**

- Wags N Whiskers.
- 1<sup>st</sup> NSP House Sold.

**Economic Development ~ 3/7/2011 – 3/11/2011**

- Attended the “close-out meeting” for the VCSO building on Providence Blvd.
- Made a presentation to the Lakeshore Condo Homeowners Association regarding need for easements along Providence Blvd. and Lakeshore Drive to do maintenance and construction in regards to the Thornby Loop Trail that connects to the East Coast Rail Trail (“River to Sea”) at Deltona’s Thornby Trailhead. HOA passed the granting of the easements.
- Attended the West Volusia Regional Chamber of Commerce “Greeting Meeting” at the Debarry Gateway Center.
- Worked with Wendi Jackson on updates and changes for “*DeltonaMeansBusiness*” website.
- Attended workshop “*Small Business Issues Forum*” at Daytona State College SBDC facilities in Daytona Beach.
- Visited Deltona businesses to do surveys. Ace Hardware(s) on Elkcam and Ft. Smith; Family Dollar on Elkcam; Advance Auto Parts on Elkcam.
- Continued visiting existing Deltona businesses to do surveys.
- Work with Scott McGrath on maps for business expansion solicitation.

**BUILDING & ZONING SERVICES: Week of 02/25/11 thru 03/04/11:**

• Building Permits issued for the week	97
• Valuation of work permitted for the week	\$1,335,451.80
• Inspections completed for the week	134
• Total Permits issued for Fiscal Year 10/11	1,216
• Valuation of work permitted for the year 10/11	\$12,863,308.76
• Solar Rebates Processed this week:	0
• Total Solar Rebates processed since 2/1/10:	79

**Permits Issued 02/25/11 – 03/04/11:**

AC Change Out	20
Building Comm	1
Comm Build Out Small	1
Concrete Flat Work	2
Demolition	1
Door Replacement	4
Electrical	5
Exterior Renovation	1
Fence	23
Garage Door Replacement	2
Interior Repair	2
Pool Above Ground	1
Pool Enclosure	1
Pool In Ground	1
Reroof	10
Screen Enclosure	4
Shed I	4
Siding	1

Sign	3
Site Engineering	1
Suppression System	1
Water Heater Replacement	3
Window Replacement	5
Total	97

**CITY CLERK'S OFFICE: Week of 2/27/11 – 3/5/11**

**Department Staff:**

- 2<sup>nd</sup> Floor HR/CC Walk-In Customers: 110
- 2<sup>nd</sup> Floor calls Answered: 31
- Packages Picked Up: 1
- Packages Received: 34
- A/P Invoices Opened: 133
- Newspapers: 16 (11 hours)
- Public Records Requests Received: 7
- Public Record Request Amount Rec'd: \$0
- Documents imaged, pages: 2,129
- Large scale drawings imaged, pages: 98

**ENFORCEMENT SERVICES DEPARTMENT:**

- Responded to 343 requests for services this week.
- Animals impounded at the humane societies: 40.
- Citation warnings issued: 17.
- Courtesy notices: 131.
- Abatement notices: 16.
- Citations issued: 2
- Code Enforcement telephone calls: 106.
- Solid Waste calls: 77.
- Citizen walk in requests for Code Enforcement assistance: 22.
- Citizen walk in requests for Solid Waste assistance: 2.
- Properties requiring grass to be cut by contractors: 1 at a cost of \$35.00.
- 31 certified mailings were sent out at a cost of \$171.74.
- Money collected for Animal tags, liens and return to owners: \$3,621.04.
- Certified mail increased this week because "High Grass Season" is here; we have already abated one property.
- Foreclosures last week:
 

Deltona	8
Volusia County	34
Total	42



**FINANCE DEPARTMENT:**

- Exit conference call with Auditors.
- Finalizing audit revisions to CAFR.
- Conference call with CRW to work out final bugs in re-implementation of business tax.
- Finalizing parks fixed asset reconciliation to financial system.
- Departments completed and reconciled to fixed assets:
  - Human Resources
  - City Clerk
  - Legal
  - Finance
  - Code Enforcement
  - Building Services
  - Planning & Development
  - City Manager
- Selection Committee meeting to be scheduled for Primary Rate Interface RFP.
- Bids due March 23, 2011 for LED Traffic Signals, School Flasher and LED Pedestrian Countdown Assemblies/EECBG funded project.
- Working with Guy Barrette Electric on additional Solar Lighting using EECBG funding.
- Completed processing February credit cards.
- Completing update for Parks inventory. Scheduled physical inventory for Fire Dept. for March 22<sup>nd</sup> and 23<sup>rd</sup>. After Fire Dept. inventory, we will move on to Water/Public Works and will have completed the second full physical inventory for all fixed assets throughout the City. List of missing items to be brought to the Commission. After Commission approval, items will be deactivated in the Fixed Asset module. After final updates have been entered into Munis, the next physical inventory will be done with scanners and Asset Trak.

**FIRE DEPARTMENT:**

**EMS:**

- Knox representatives were onsite and serviced all key secures and med vaults on all units, including spare units.
- ITLS make ups being completed (International Trauma Life Support).
- IT downloaded a program on an extra computer at stations 61 & 63 due to higher volumes of calls. This program was needed to download patient EKGs.
- IT helped to set up a secure transfer download so that required patient medical information could be sent electronically instead of on CD via USPS to the County EMS office.
- Working on closing out the Hepatitis A vaccine administration.
- Scheduled a CPR and First Aid class for City employees for March.
- Set up a public education class at Deltona High School to go over back boarding and cervical spinal immobilization.
- Sent out letters to community businesses to help sponsor EMS week that is coming up in May.
- Assigned EMS Target Safety classes and gave out airway/lung sound CD to each station for March's training.
- Working on setting up a meeting with Vaxcare (flu shot) to discuss this year's flu program.
- Renewed several CPR instructors license.
- Babysitting class scheduled but cancelled due to lack of participation.

**Information, Communications & Education:** Statistical work on Deltona Communications cost and statistics.

**Fire Loss:**

- Instructed the Juvenile Fire Setter Program yesterday.
- School inspections have started.
- Attended pre-development meeting for the Movie Theatre.

**Monthly Incident Statistics - February 2011**

<b>Incidents</b>		<b>Mutual Aid Calls</b>	
Calls	686	Mutual Aid Given	13
Nulls	1	Mutual Received	18
<b>Total Calls</b>	<b>685</b>	Automatic Aid Given	3
		Automatic Aid Received	1
		<b>Total Calls</b>	<b>35</b>

**Monthly Inspection Summary - Month of February 2011**

Annual Commercial Inspections	61
Occupational License-Commercial	13
Occupational License-Residential	24
DCF Inspections	9
Plans Reviews	16
Systems Inspections	1
Construction Inspections	9
C/O Inspections	4
Complaint Inspections	2
Special Inspections	1
Burn Permit Inspections	1
Consultation	31
Hydrants - Installation Inspection - 1/ Flow Test – 14, Maint.-1	16
Pre-plans	60
Quarterly Fire Station Inspections	1
School Fire Drills / Security Plan Review/School Annual Insp.-18	18
City Facilities	0
<b>TOTAL INSPECTIONS</b>	<b>267</b>
Fire Investigations	6
Follow up Investigations	2
Juvenile Fire Setter Programs	0
Public Education Programs	7
Bio-Terrorism Calls	0



**HUMAN RESOURCES DEPARTMENT:**

- Deltona JOBS Program Folders: 1<sup>st</sup> Floor lobby- (0) added, 2<sup>nd</sup> FL Lobby (0) added; (To date 3/2/11) total # of Deltona JOBS Program folders taken – (911).
- Applications Received: (5) Utility Customer Service Rep, (12) Water Operator, (1) Volunteer, (3) Utility Systems Tech.
- Posted new job posting – Utility Systems Tech I.
- Scheduled pre-employment physicals & drug screenings: (4) Firefighters.
- New hire orientation: (1) Utility Systems Technician.
- Prepared William S. Harvey scholarship applications for the advisory board's review.
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- FMLA requests – 1.
- Received confirmation regarding City's acceptance into the FDLE/VECHS Program; coordinating with the VECHS program billing office to set up monthly invoice/payment action.
- Prepared and reviewed draft Bereavement Leave revised policy with City Mgr, Deputy City Mgr, City Attorney and department directors.

**Risk Management ~**

- Rec'd criminal case resolution for utilities theft from State Atty
- Launched a Defensive Driving Course training session
- Discussed asbestos program with Deltona Water Dept
- Met and discussed emergency action plan for Deltona Water
- Observed tear-down of damaged emergency backup generator at FS #64
- Filed notice of suit with City's insurer
- Conducted CDL drivers' random drug and alcohol testing

**PARKS AND RECREATION DEPARTMENT: Week ending 3/04/11**

**Administration:**

- Farmers Market: 3 vendors, 87 cars.
- Met with Guy Barrett to discuss installing solar lighting at various park locations.
- Hosted the opening day for the Deltona Little League at Vann Park.
- Conducted the Wags and Whiskers Pet Festival at Keysville Dog Park – 212 dogs, 28 cats.
- Met with Olsen Commercial Construction to finalize some details on 1691 Providence Blvd. for the VCSO sub-station.
- Met with J&W Construction to discuss constructing a metal building at Dewey Boster Sports Complex.

**Facility Use Permits include:**

- Deltona Community Center – 5 permit issued. Weekly attendance – 1,747.
- Harris M. Saxon Community Center – 2 permits issued. Weekly attendance – 483.
- Wes Crile Park – 7 permits issued. Weekly attendance – 1,951.
- Skate Park – 13 new passes. Weekly attendance – 786.



**Special Events/Programs:**

- Amphitheater: 2011 Concert Series begin on Saturday, April 9<sup>th</sup>.
- City Hall:
  - Ability Fair on Saturday, March 12<sup>th</sup> from 9:00am-2:00pm.
  - Arbor Day – Friday, April 29<sup>th</sup> from 11:00am-1:00pm.
- Dewey Boster Sports Complex:
  - Little Linksters Golf session continues.
  - The Orlando City Soccer Club has begun pre-season training with daily practice sessions.
  - Deltona Spring Fest – April 9<sup>th</sup> and 10<sup>th</sup>.
  - Eggstravaganza – Saturday, April 16<sup>th</sup> from 10:00am-2:00pm.
- Harris M. Saxon Community Center:
  - Zumba dance classes continue.
  - Boys and Girls Club After-School program continue.
- Lake Butler Skate Park: Skate competition – Sunday, April 17<sup>th</sup>.
- Wes Crile Park: Youth Flag Football will return soon.

**City Leagues Currently Underway:**

- Seniors Softball league begins on March 7<sup>th</sup>.
- Men's and Church leagues will begin in April.

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season has begun.
- Deltona Youth Soccer travel and in-house spring season continues.

**Parks Maintenance:**

**Mowed, edged and weed-eated the following:** Deltona Community Center, Keysville Dog Park and Vann Park.

- Deltona Community Center – removed rock fine sand and re-graded parking lot; made repairs in ladies restroom; planted 2 trees by gazebo; replaced exit lights in main hall, Craft Building and Schoolhouse.
- Festival Park – Re-built water fountain.
- Keysville Dog Park – Painted front gate; mulched butterfly garden; planted trees and prepared the park for the Pet Festival.
- Lake Monroe Boat Ramp – Sprayed for weeds.
- Tom Hoffman Park – Pressure washed pavilion and deck.
- Vann Park – Replaced light on shuffleboard court; made repairs to concession stand caused by vandalism; repaired water fountain and mulched playground in preparation for opening day.
- Wes Crile Park – Replaced gate latches on tennis court; made restroom repairs.

**Parks Maintenance – Miscellaneous**

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, replacing paper towel and toilet paper dispensers.

- Picked up supplies at Ace Hardware.
- Took soil samples to Agricultural Center.

- Took supplies to storage.
- Picked up tree at nursery for Dog Park.

**City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:**

Weekly tasks include cleaning the Fire Station; inspecting Sheriff's building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrub; walking the grounds and picking up trash; sweeping sidewalk; setting up commission chambers for various meetings and resetting afterwards, vacuuming the chambers, replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Removed palm tree from City Hall to be replanted at Keysville Dog Park.
- Checked all light fixtures at Sheriff's sub-station.
- Assembled desks at the Sheriff's sub-station.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex.
  - Baseball and Pony League Fields.
  - Vann Park.
  - Dupont Lakes.
  - Wes Crile Park.
  - Removed windscreen at Dupont Lakes.
  - Repaired irrigation at Campbell Park.
- Sports Complex:
  - Finished painting picnic benches.
  - Repainted soccer fields for Orlando City Soccer and placed nets on goals.

**PLANNING & DEVELOPMENT SERVICES DEPARTMENT:**

**Executive Summary** ~ The Planning and Development Services Department is in the process of completing rehabilitation of the NSP 1 homes. Currently, there are 34 of the 49 City controlled homes (or 70%) in a finished state and are going through the process of either being under contract for resale or listing on the MLS. Habitat for Humanity has not completed units to-date. The City homes are in excellent condition with minimal upgrades needed by the new home owner, if any. The Department appreciates the opportunity to take the Commission and City Manager on a tour of the units and, to-date, Commissioner Hertzberg and Faith Miller have taken the tour. Commissioners Denizac and Lowry will tour the homes next week.

**Planning** ~ The Planning Section is working closely with Epic Theaters to start construction within Deltona Village. A site visit this morning revealed that preliminary construction work was started i.e. silt fencing, fencing, utility locates, and permit box installed, and that equipment is on site. Staff is also working with the developer and Engineer of Record for the Shoppes of DuPont Lakes for receipt of a Final Site Plan for a retail project located adjacent to Fire Station 63 along Howland Boulevard. Upon receipt tomorrow, staff will bring the project forward to a April 7<sup>th</sup> Development Review Committee (DRC) meeting with the intent of having the Final Site Plan to the City Commission without having to go to the Planning and Zoning Board (due to building square footage being less than 30,000 SF).

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### **Housing & Community Development ~**

The Housing and Community Development Section has provided HUD with the necessary information required to begin the NSP 3 program and awaits confirmation that the submission is in proper format to be approved by HUD. As noted above, staff continues with the NSP 1 program, there are three contracts for homes and two scheduled closings. With the first completed work within November 2010 until today, the City has completed 100% of the required acquisition, 70% of the home rehabilitation, and has arrived at the sales portion of the program within three (3) months. Compared to other NSP 1 programs, some communities are taking greater than six to twelve months to reach the home sales stage.

### **PUBLIC WORKS: 2/28/2011 to 3/4/2011**

**Traffic Operations ~** Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
  - Removed garage/yard sale signs throughout the City.
  - Completed 14 sign repair work tickets throughout the City.
  - Replaced traffic signal ahead sign at Acadian & Elkcaml Blvd.
  - Fabricated & installed (4) Pedestrian; (2) Ahead; (2) Arrow signs at E Firwood & Elkcaml Blvd school zone.
  - Fabricated & installed (2) Pedestrian crossing; (2) Ahead; (2) Arrow signs at Elkcaml Blvd & Providence Blvd school zone.
  - Fabricated & installed (1) Right Lane must turn Right sign at Elkcaml Blvd & Taco Bell; (2) at Elkcaml Blvd & gas station
  - Fabricated & installed (1) double curve advisory sign at 810 Courtland Blvd.
- **Asphalt:** Completed 24 asphalt repair work tickets throughout the city – 5 tons.
- **Message Boards:**
  - Removed message board at 128 Courtland Blvd & 97 Courtland Blvd.
  - Installed & removed message boards at Howland Blvd & Keyville (northbound & southbound) for Wags & Whiskers Pet Fest.
- **Thermoplastic Stripping:** Installed 97' of white 12" stop bars.
- **Misc:** Set up MOT and changed traffic signal bulb that was not working at Deltona Blvd & Cloverleaf.

**Field Operations ~** Weekly tasks include evaluating work orders called in by residents.

- **Beautification: Medians –**
  - Elkcaml Blvd.
  - Howland Blvd – removed weeds and dead plants from Welcome Sign; repaired irrigation as needed.
  - Providence Blvd – repaired irrigation as needed.
- **Concrete:**
  - Sidewalks – 1296 Whitewood – 12'x 4'; 1331 W Wellington – 10'x 4'; 1387 W Wellington - 4'x 4'; Merrimac & Piedmont – 16'x 4'; 1423 Springfield – 4'x 4'; 4'x 4'; 4'x 4'; 7'x 4'.
  - Grinding Trip Hazards – 1144 Elgrove – (1); 622 Darby – (1); 626 Darby – (1); 1209 Whitewood – (6); 1258 Whitewood – (2); 1264 Whitewood – (2); 1276 Whitewood – (1); 1471 W Wellington – (2); 660 N Wellington – (1); 641 Wellington – (1); 636 S Wellington – (2);
- **Clam Truck:**



- Debris – 4.
- Trimming – 8.
- **Slope Mowing:** 839 Goldcoast – 80'; Puritan & Salerno – 1534'; 893 Goldcoast – 80'; Lovington & Harding – 60'; White Plains & Ross – 120'; Copperfield & Killinger – 63'.
- **Misc:**
  - Ft Smith Blvd & Courtland Blvd – removed glass from roadway.
  - Capri Cir – removed 50 gallon drums of oil and properly disposed of them.
  - 1801 & 1845 Portview; 1900 Lynn River; 1830 Bestland – removed tree stumps with stump grinder.
  - Emptied all trash containers city wide.
  - Public Works Depot – reorganized bay area; swept; cleaned; removed trash.
  - Tivoli & Baton – repoured concrete flasher base that was loose.

**Fleet Maintenance Division ~**

- **Vehicles:** Repairs – 5.
- **Equipment:** PM – 1; Repairs – 8.
- **Road Calls** – 2.
- **Parts Run/Vehicles Delivery:** 2.

**Stormwater Division ~** Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
  - Courtland Blvd/Glencove – installed 250' of 15" sock pipe, 1 basin;; mudded in box; reshaped swales for sod..
  - Alley 498 – dug 200' of dirt and put down rock on side of road; dug out 6" of dirt in the parking lot and put road base down to be asphalted.
  - Pennington/Chapel – took out headwall; built a box; extended 2 8" pips out to a perk box.
  - 1974 E Chapel – extended pipe out from driveway on both sides; built 2 boxes with grates.
- **Drainage Rehabilitation Crew;**
  - 1000' rehabilitated.
  - 401 Fisher – mowed area behind fence and dredged out pond.
- **System Cleaning (Vac Truck):**
  - 560 feet of Stormwater System cleaned.
  - 17 yards of debris removed.
- **Right of Way Mowing Crew:** 10 miles of right of way mowed.
- **Right of Way Litter Crew:** 520.25 gallons of litter removed from sectors 1;3;4;5;6;8 and Ft Smith; Providence Blvd from Elkcarn to Eustace; Alexander; Anderson; Cloverleaf.
- **Misc:** 504 Ft Smith Blvd – picked up dead crane from sidewalk.

**UTILITIES: Customer Service**

Feb / March 2011	28	1	2	3	4	5	6	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	951	668	515	484	580	X	X	3198
Ebox	249	417	228	196	338	X	X	1428
Call Center Calls	555	470	383	405	359	X	X	2172
Walk-ins/Drop Box	410	366	329	309	286	X	X	1700
On-line Payments	205	221	198	234	219	94	111	1282

**Customers Disconnected for Non-Pay**

March 2011	2	3	Total
	Wed	Thurs	
Cycle	7	8	
Total on Disconnect List	69	74	143
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

**Construction Log & Service Orders**

February / March 2011	28	1	2	3	4	5	6	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service	1							1
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box	11	4	6	2	2			25
Locates Received	9	61	18	15	11			114
Locates Completed	16	63	11	24	8			122
Main Leaks								
Service Leaks	1	1				1		3
Sewer Repairs			1					1
Sewer Blockage	1							1
KV2 Valves	6	2		1				9
Service Replacements	3							3
Meter Change Outs	8	7	5	5	5			30
Service Orders	108	98	112	112	102			532
Disconnects			69	74				143
Drainfield Leaks						1		1
Meter Retirements	1	2			1			4